

BUSINESS & MARKETING 2005

Career Cluster Description: Prepare individuals to perform managerial, research and technical support functions of business and prepare individuals to plan and execute the buying, selling, promotion and distribution of ideas, goods and services.

FOOD SERVICE

Administrative Assistant – full time position available with McDonald's Corporation. Responsibilities: Assist Restaurant Manager and management team in all office activities; prepare payroll, conduct crew orientations, log and prepare invoices for payment, prepare weekly crew schedule. Successful applicant must demonstrate sound judgment, organizational ability and initiative; use good communication and interpersonal skills. Send resume and cover letter to:

Connie Jordan, Store Manager
McDonald's Corporation
P.O. Box 129
Hartford, KY 42347
www.mcdonalds.com

FOOD SERVICE

Hourly Crew Worker – McDonald's Corporation – Part-time positions available as crew worker. Duties include taking orders and making sandwiches. Looking for dependable and honest workers over age 16; good grades (A's and B's) a plus; will work around high school schedule. Send cover letter and resume to:

Connie Jordan, Store Manager
McDonald's Corporation
P.O. Box 129
Hartford, KY 42347
www.mcdonalds.com

BANKING

Independence Bank has an immediate opening for a full time and a part time **Teller**; experience preferred; no Saturdays or evenings. Must have strong customer service and computer skills, be flexible and self-motivated. Competitive salary. Send resume to:

Independence Bank
Phyllis Cartwright
1945 Scottsville Road
Bowling Green, KY 42104
<http://www.1776bank.com>

SECRETARY

The Barren River District Health Department is accepting applications for **Secretary**. Requirements are a high school diploma or GED and two years of experience in secretarial, clerical and general office duties of routine difficulty. Additional education in the field may substitute for the required experience on a year-to-year basis. **Job Duties may include (but are not limited to):** providing typing and clerical support; screening calls; maintaining supervisors calendar including making appointments, scheduling conferences and meetings; gathering data for budgets, narratives, manuals and special reports; establishing and maintaining office files; ordering and maintaining office supplies and equipment. Serious applicants should send resumes and cover letters to:

Chris Barnett
Health Promotion Coordinator
Barren River District Health Department
1109 State Street
Bowling Green, KY 42101
<http://www.barrenriverhealth.org/>

GROCERY

Immediate opening for a **Grocery-Checker** at Wal Mart. Job Duties include (but not limited to): Operate computerized cash register to itemize and total customer purchases, make change, enter price changes and sale items, use electronic scanner to record price, stock shelves and mark current prices as required, bag groceries. Other qualifications: Work well with others, dependable, honest, courteous and neat appearance. Drug screening and background checks required. Send cover letter and resume to:

Alison Hanson, Sales Consultant
Wal Mart
Franklin, KY 42134

www.walmart.com

GROCERY

Wal Mart has an immediate opening for a **stocker/cartpusher**. Duties include, but are not limited to: packing grocery items in sacks, verifying price of grocery item upon request, may place grocery items in customer's vehicle; collect shopping carts from parking lot and surrounding area and return to store; return grocery items left at checkout counter to specified stock shelves; clean work area; may assist in unloading

delivery trucks. Must have good stamina, medium strength, and be courteous to customers. Send resume and cover letter to:

Allyson Hanson, Sales Consultant
Wal Mart
Franklin, KY 42134
www.walmart.com

RETAIL SALES

Old Navy is now hiring a sales associate position. Duties include: customer service, stocking merchandise, cleaning and cashier duties. Sales associates start at minimum wage with raises possible after 90 days. No experience necessary. Flexible hours are available. Send resume to:

Amanda Jochim, Sales Consultant
Old Navy
Greenwood Mall
Bowling Green, KY 42101